

Financial Manager – GS-13

Introduction

As the Project Financial Manager (budget, finance, pricing), the incumbent reports to the Deputy Project Manager for Resources (DPM/R) as a fully functional member of his/her business support team. The incumbent supplies financial management expertise to the establishment of technical program objectives and is responsible for applying financial management techniques to the accomplishment of those objectives.

Core Requirements

The incumbent is responsible for all aspects of program budget and accounting system operations relating to planning, analysis, formulation, justification, presentation, execution, and review of multiyear program operations for the development, procurement, and modification of the Project.

1. Ensures that the work assignments of other professional financial personnel of the Project financial group are carried out by performing a range of duties such as:
 - a. Distributing and balancing the workload among employees in accordance with established work flow or job specialization, assuring timely accomplishment of work.
 - b. Giving on-the-job training to new employees in accordance with established procedures and practice, instructing all employees in specific tasks and job techniques, and making available written instructions, reference materials, and supplies.
 - c. Maintaining current knowledge and answering questions of other employees on procedures, policies, directives, etc. and obtaining needed information or decisions from supervisors on problems that arise.
 - d. Checking on work in progress and spot-checking and reviewing completed work to see that supervisor's instructions on work sequence, methods, procedures, and deadlines have been met. Responsibility includes amending or rejecting work not meeting established standards and referring unusual situations to the supervisor.
 - e. Reporting to supervisor on performance, progress, and training needs of employees, and making "information suggestions" to supervisor as requested concerning promotions, reassignment, recognition, and personnel needs.
2. Provides expert advice and guidance to program and line managers on the interpretation of budget estimates and the formulation of budget requests and modifications thereto and implements the budget in support of multiyear development of major projects.
 - a. Interprets Agency, Office of Management and Budget (OMB), and congressional policies or regulations for the justification and submission of budget estimates.

- b. Coordinates budgetary actions with NASA Headquarters, international entities, and other organizations and levels of management.
 - c. Prepares formal consolidated budget forecasts and reports on budget executions required by the employing agency.
 - (1) Develops an optimum budget, justification, supporting materials, and historical statements for providing the best possible review of Project needs.
 - (2) Participates in various levels of budget reviews, including reviews by Center general management and by executive-level management at NASA Headquarters.
 - d. Determines the time-phasing of budget plans (e.g., acquisition and use of funds) to coincide with payments to contractors in development, procurement, or modification of systems. Reviews long-range budgetary and program requirements to assure their conformance with established Agency policies and intent to Congress.
 - e. Executes budget as approved, ensuring that objectives are met within the established fiscal resources made available. Modifies budget estimates as necessary to conform to changes in technology, manufacturing deadlines, and program direction.
 - f. Establishes systems and analysis techniques for the effective monitoring of financial progress and status of the Project. Determines the interrelation of all Project events to their effect on financial resource and ensures continual assessment and periodic reporting of financial status and forecasts.
3. Reviews financial analyses of contractor cost/schedule performance systems, including visits to contractors' facilities as required.
- a. Reviews and analyzes the monthly contractor-delivered status reports for magnitude and impact of actual and potential problem areas causing significant cost and schedule variances. Analyses include comparisons and reviews of budgeted cost of work schedules, budgeted cost of work performed, actual cost of work performed, latest revised estimate, and management reserve. Using his/her knowledge of engineering theories and practices, the incumbent, though not an expert, will independently assess the status of instrument and spacecraft development and compare this with the contractor-provided data. The derived analyses will be synthesized by the Project Team for corrective action.
 - b. Develops contractor cost reporting formats, analyzes contract cost reports, prepares Project cost reports, and prepares special analyses, as required.
 - c. Provides valid, timely program status cost information to the Deputy Project Manager for Resources and the Project Manager.

4. Serves as Project financial management representative on Source Selection Committees and Source Evaluation Boards established for evaluation of proposals of major contracts.
 - a. Prepares in-house cost estimates and Work Breakdown Structures (WBSs).
 - b. Prepares cost portion of Requests for Proposals (RFPs).
 - c. Evaluates offerors' cost proposals and the active establishment of cost/price objectives for contract negotiations.
5. Conducts numerous and diverse cost studies for a variety of decision-making processes (e.g., the decision to contract for support service or use civil service personnel). Examples of specific duties are:
 - a. Analyzes proposals, performs contractor audits, participates in contract negotiations, performs cost comparison studies, and issues special reports as requested/required.
 - b. Serves as the Project monitor for cost control and business management to the Performance Evaluation Board (PEB) in the implementation of an approved Award Fee Plan.
6. Serves as a financial consultant and advisor, participating on management and technical working groups and special ad hoc advisory panels as may be necessary for expediting solutions to development problems.
7. In addition to involvement in the financial activities of the Project, the incumbent participates in responses to audits and other inquiries by the General Accounting Office (GAO), NASA Headquarters, and GSFC.
8. Performs required travel.
9. The incumbent conducts "what-if" analyses utilizing his/her knowledge of engineering theories and practices when replanning for project stretchout, acceleration of tasks, contract overruns, changes in scope, etc., that are being considered by the Project Manager and other management officials.
10. Performs tasks which are related to the position and are of an incidental nature.

Other Information

Knowledge Required by the Position

1. Knowledge of the Federal budget process and the NASA planning/programming/budgeting system in order to develop long-range, multiyear budgetary plans to support the development, acquisition, and launch of a major flight segment and ground segment.
2. Knowledge of all operating programs, functions, and objectives of NASA, and a thorough knowledge of the functions and objectives of the Program or Project.

3. Skill in applying the Agency's policies, regulations, and guidelines to develop budgetary plans for a significant Research and Development (R&D) program involving major contractors and extensive dealings with other government agencies, taking into account the effect of changing economic and fiscal policies. Skills also used to evaluate contractor proposals and contractor cost reports.
4. Knowledge of the concepts, theories, principles, and practices of cost and pricing analysis, budgetary control, and financial analysis. Includes a firm foundation in legal principles governing business transactions and business relationships.
5. Knowledge of NASA and GSFC policies, procedures, and regulations applicable to project management and financial disciplines.
6. Ability to communicate orally and in writing.
7. Knowledge of basic engineering theories and practices to understand the process of instrument and spacecraft hardware development and the planned scientific accomplishments of the science instruments.

Supervisory Controls

Work is performed under the guidance and counsel of the DPM/R. The incumbent is responsible for independently planning, analyzing, recommending, and carrying out all budgetary and accounting actions necessary to accomplish financial objectives and support program activities within broad policy limitations established for planning/programming/budgeting/accounting. Analyses and recommendations are relied upon by project management and various levels of management within and outside NASA. The incumbent is responsible for coordinating recommendations and actions with counterparts in higher and lower echelons within NASA.

Completed work is reviewed for effectiveness in achieving financial and budgetary goals and for overall adequacy of budgetary and accounting support.

Guidelines

Guidelines consist of NASA policies and regulations covering most aspects of appropriated fund budgeting under the Federal budget process and assigned to the Program. The Program's fiscal operations apply policy guidance provided in NASA Policy Directives (NPDs) or equivalent and the Financial Management Manual (FMM), which essentially incorporates accounting principles and standards promulgated by the GAO, OMB, and the U.S. Treasury Department for the guidance of all executive agencies. Related reference materials used include NASA procurement regulations, manuals governing contractor operations, and GSFC's pricing manual.

The nature of the Program is such that considerable inventiveness, resourcefulness, and ingenuity are required in adapting the generalized policy guidance to the fiscal aspects of the varied operations and numerous organizational segments.

Complexity

Effort involves reviewing budget estimates and reports from the Project staff, contractor financial statements, and overall program plans to develop budgetary forecasts for the long-range funding of the Program. Duties also include monitoring and controlling the obligation and expenditure of funds for program purposes, monitoring contractor progress in meeting program commitments tied to financial and budgetary objectives, and reporting to agency management on the status of program funds and trends in the cost of attaining program objectives.

Work requires the application of planning/programming/budgetary methods and techniques, and analysis of the cost-effectiveness of contractor operations. Priorities in the allocation and distribution of funds to contractors and supporting offices are established in accordance with consideration for policy and regulatory guides and milestones in the development or delivery of key system components. He/she assures that there is a program balance at all times between program requirements and resource allocations, and initiates reprogramming actions necessary to correct any imbalances (i.e., overages or underages of funds). The assignment requires continual development of new budgetary data and information for the Project.

In analyzing program funding needs within the Project, the incumbent considers the effect of the following variables on projections or actual costs: technological development and modifications to existing systems, changes in contractor scheduling and production, and increases or decreases in appropriations for the program. The work requires consideration of conflicting program and budgetary requirements.

Difficulty is encountered in developing long-range budgetary plans and forecasts for the development and launch of the spacecraft, the costs of which are subject to change due to technological advances, equipment modifications, and the ability of contractors to produce a vehicle system within a scheduled timeframe. Recommendations and decisions on budgetary actions (i.e., involving the allocation and distribution of funds) are complicated by the need to coordinate actions within and outside the Agency. Productive efforts are also hampered by a lack of data on which to base long-range forecasts.

It is necessary that the Financial Manager be proficient in the interpretation of the contractors' earned value systems. Each Work Breakdown Structure (WBS) is broken down into work packages and, as time is charged against the WBS, credit is given for work accomplished. Complex algorithms project percentage of work accomplished versus effort expended and forecast costs at completion. Extremely detailed analyses of labor, material, and schedule compliance result.

Scope and Effect

The purpose of the work is to provide staff advice and budgetary and accounting support for the development, acquisition, and launch of the flight and ground segments constructed by private contractors. Recommendations and decisions made by the

incumbent facilitate the cost-effective achievement of obtaining and distributing financing for the program. Work involves assessing the effectiveness with which private industry contractors use program funds.

The incumbent also interprets budgetary policies and guidance for Project management, and translates program goals and objectives in terms of dollar costs in budget forecasts. Analyses and recommendations directly affect the funds required for the development of programs that are integral part of the national and international space programs.

Personal Contacts

The incumbent has face-to-face and telephone contact on a regular basis with representatives of private industry, other government agencies, and other NASA centers that manufacture major aerospace systems and components. The incumbent also has frequent contacts in formal budget planning conferences with the Project Manager, the Deputy Project Manager, and NASA Headquarters resources managers/analysts.

The incumbent participates in decision-making sessions with program managers who have decision- and policy-making authority from other organizational segments and agencies.

Budget and fiscal status presentations are often made to all levels of Center management, and the incumbent supports project management in presentations at NASA Headquarters.

Purpose of Contacts

Contacts with contractors and their representatives are for the purpose of obtaining their compliance with budget and program schedules and deadlines concerning the manufacture and delivery of equipment. The incumbent can recommend that funds be withheld or that partial payment be made if contractor deadlines are not met.

In meeting with program managers, the incumbent actively makes suggestions and recommendations that effectively contribute to the decision and policy-making process. He/she recommends and suggests management actions and alternatives that can be taken when available accounting data discloses unfavorable trends, situations, ratios, and deviations from plans. He/she personally meets with and assists management officials in applying financial data and information derived from statement, reports, ratios, etc., to management problems. He/she actively participates in the management of the Project by suggesting approaches to be taken and avenue to be explored in applying accounting and fiscal data to effective management use.

Physical Demands

Most work is performed in an office while seated at a desk. Moderate physical effort is occasionally required during travel status when lifting luggage and a briefcase for short distances.

Work Environment

Work is performed in an office that is properly heated, lighted, and ventilated. The incumbent periodically visits other offices in the surrounding complex. Travel of more than one mile away from the worksite is normally by private automobile, government auto, common carrier, or other public conveyance.